



# *Air Force Portal Community of Interest*

*March 16, 2004*

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*Integrity... Service... Excellence*

# Air Force Portal: Because Information Is Not Enough

**Personal.** Get relevant information automatically, based on your job and interests. Put your bookmarks online to travel with you.

**Powerful.** Gain control with self-service. Collaborate with communities. Communicate with AFIM. Eliminate numerous passwords.

**Essential.** Find the trusted source. Search across the enterprise. Follow the latest news.

## Register Now...Its Fast and Its Easy



U.S. AIR FORCE



Alerts



Email



AFIM

[AF Home](#)

[My MAJCOM](#)

[My Base](#)

[Career](#)

[Money](#)

[Health](#)

[Travel](#)

[Life](#)

[Microsite Communities Index](#) : [AF-CIO Staff Home](#)

Pages

MI



[Search](#)  
[Help](#)

s

# Community Of Interest (COI) Tutorial

[Documents](#)

[Meetings](#)

[To-do's](#)

[Programs](#)

[Contacts](#)

[Participants](#)

[Registration Form For AF CIO PlannersConf](#) : Click  
here to register  
<http://www.cio.hq.af.mil/private/portal/portalcommentf>

[Establish Business Rules  
for Using the AF CIO Staff  
\(COI\)](#)

**Documents**

[NEW FOLDER](#)

[NEW DOC](#)

**Discussion Groups**

[CREATE NEW](#)

[AF-CIO/A \(Chief Architect's Office\)](#)

[AF-CIO/H \(HAF CIO\)](#)

[AF-CIO/P \(Plans and Policy\)](#)

**December, 2003 | version 1.1**

[CIO HUD](#)

[CIO Staff Meeting Slides](#)

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[Browsing/Toolbars](#)  
[GO](#)

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[GO](#)

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# ***What You'll Learn***

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- **Find out what a COI can do for you and your organization**
- **Learn how to join or start a COI**
- **Get a tour of primary COI features, with screenshots**
- **Find simple instructions for using helpful COI tools**





# Why?

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- **Most portal deployments** do an excellent job of acting as a *one-way* information source: a place for users to get records, documents and content.
- **What's missing** is a *two-way* collaboration space, where designated users can work together on projects and exchange information on items of interest...

# ***COI Purpose***

- **Share your information and experience in a creative and free-flowing way**
- **Improve Quality**
- **Reduce Costs**
- **Save Time**



# ***What's in it for you?***

- Help drive strategy
- Start new lines of business
- Solve problems quickly
- Transfer best practices
- Develop professional skills
- Help recruit and train talent
- Formally establish information owners





# Inside the AF Portal



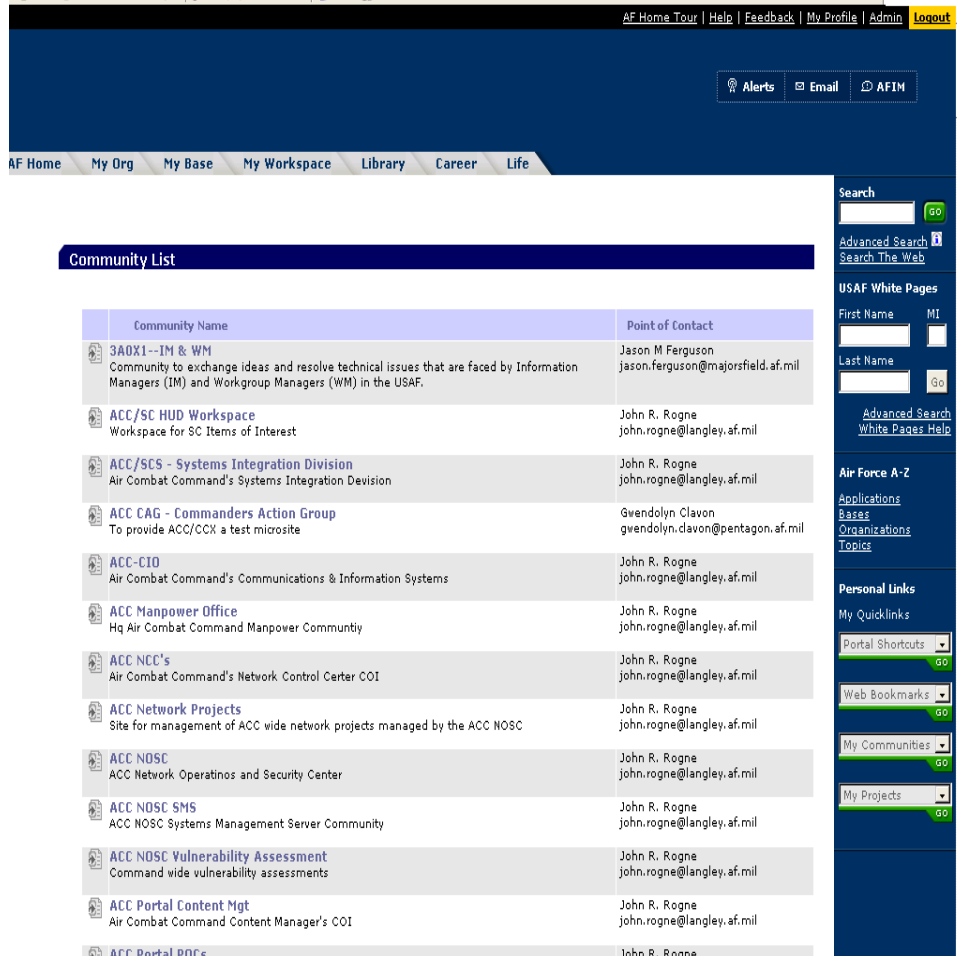
- Header
- Toolbar
- Utilities
- Breadcrumb path
- Left navigation
- Right navigation

**Communitie**  
*COIs you belong to --along with a list of all COIs and their owners -- appear inside the pull down bar*





# The Community List



Community Name	Point of Contact
<b>3A0X1-IM &amp; WM</b> Community to exchange ideas and resolve technical issues that are faced by Information Managers (IM) and Workgroup Managers (WM) in the USAF.	Jason M Ferguson jason.ferguson@majorfield.af.mil
<b>ACC/SC HUD Workspace</b> Workspace for SC Items of Interest	John R. Rogne john.rogne@langley.af.mil
<b>ACC/SCS - Systems Integration Division</b> Air Combat Command's Systems Integration Division	John R. Rogne john.rogne@langley.af.mil
<b>ACC CAG - Commanders Action Group</b> To provide ACC/CCX a test microsite	Gwendolyn Clavon gwendolyn.clavon@pentagon.af.mil
<b>ACC-CIO</b> Air Combat Command's Communications & Information Systems	John R. Rogne john.rogne@langley.af.mil
<b>ACC Manpower Office</b> Hq Air Combat Command Manpower Community	John R. Rogne john.rogne@langley.af.mil
<b>ACC NCC's</b> Air Combat Command's Network Control Center COI	John R. Rogne john.rogne@langley.af.mil
<b>ACC Network Projects</b> Site for management of ACC wide network projects managed by the ACC NOSC	John R. Rogne john.rogne@langley.af.mil
<b>ACC NOSC</b> ACC Network Operations and Security Center	John R. Rogne john.rogne@langley.af.mil
<b>ACC NOSC SMS</b> ACC NOSC Systems Management Server Community	John R. Rogne john.rogne@langley.af.mil
<b>ACC NOSC Vulnerability Assessment</b> Command wide vulnerability assessments	John R. Rogne john.rogne@langley.af.mil
<b>ACC Portal Content Mgt</b> Air Combat Command Content Manager's COI	John R. Rogne john.rogne@langley.af.mil
<b>ACC Portal PDFs</b>	John R. Rogne

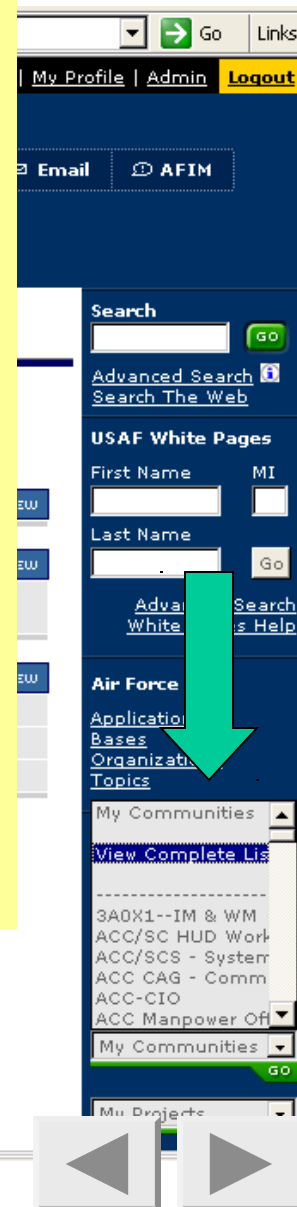
- The community list, also called the microsite index, will change dynamically as new communities are created.
- Here's where you find out who "owns" each community.
- You can only click through to the community page if you are already a member.





**New to the AF Portal and want to see what communities are out there?**

**Click on “View Complete List” , second from the top of the pull-down bar, and you’ll find the index.**



[Microsite Communities Index](#) : AF-CIO Staff Home

Welcome,  
gino.h.faulkner!  
January 14, 2003



AF-CIO Staff

[Home](#)

[Overview](#)

[Announcements](#)

[Checklists](#)

[Discussions](#)

[Documents](#)

[Meetings](#)

[To-do's](#)

[Programs](#)

[Contacts](#)

[Participants](#)

[Groups](#)

[Related Links](#)

To-do's

[VIEW ALL](#)

[CREATE NEW](#)

My Tasks

Due Date

[Transer eMeeting documents](#)

Mon, Jan 13, 2003

Announcements

[CREATE NEW](#)

Documents

[NEW FOLDER](#)

[NEW DOC](#)

[AF-CIO/A \(Chief Architect Office\)](#)

[AF-CIO/H \(HAF CIO\)](#)

[AF-CIO/P \(Plans and Policy\)](#)

[AF-CIO/R \(Resources and Analysis\)](#)

[AF-CIO/S \(System and Techonology\)](#)

[Action Items Update](#)

[CIO HUD](#)

[E-meeting Summary Repository](#)

After you join a COI, you can *also* see the same “view complete list” information by clicking on the “Microsite Communities Index” in the breadcrumbs area of any COI you visit.

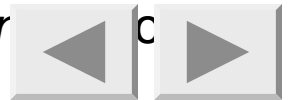


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# ***FAQs: Joining a COI***

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- **Who is eligible to join a community?** Any registered AF Portal account member can apply to join a community. It is up to the COI Owner to decide whether to grant you membership.
- **Where can I locate a list of all the owners and communities?** If you are new to the AF Portal, you'll find this list at "View Complete List" on the pull down bar of Communities on the right hand navigation. After you join a COI, you can also click on "Microsite Communities Index" on the "breadcrumbs" area of the COI pages to see the community list.
- **How do I join a COI?** Community Owners are in charge of assigning participant access and managing the COI activity. Their names appear on the index and the spreadsheet mentioned above. You should email them your request to join the COI, along with your AF Portal username.
- **What levels of participation exist?** If you gain entry, COI Owners give participants their permission level: either *publish and read only*.





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# ***FAQs: After You Join***

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- **How do I learn who else is in the COI after I've joined?** Click on the left hand navigation bar titled "Community Contact" to find a list of participants that includes their roles, email addresses, and phone numbers. Remember to keep your own information up-to-date – go to your AF Portal profile to make updates.
- **When I post things to the COI, does everyone have to see it?** Community Groups provide access control within each community. Content items in the community are assigned to one or more groups that can view them when they are created. This capability lets you filter information for different groups interacting within the community. Only owners create the groups.
- **How do you leave a community?** A community is held together by shared interest and lasts as long as the owner wants it to. Individual members can leave at any time. Email your Community Owner when you decide to leave so you won't continue to get meeting alerts and other COI notices.





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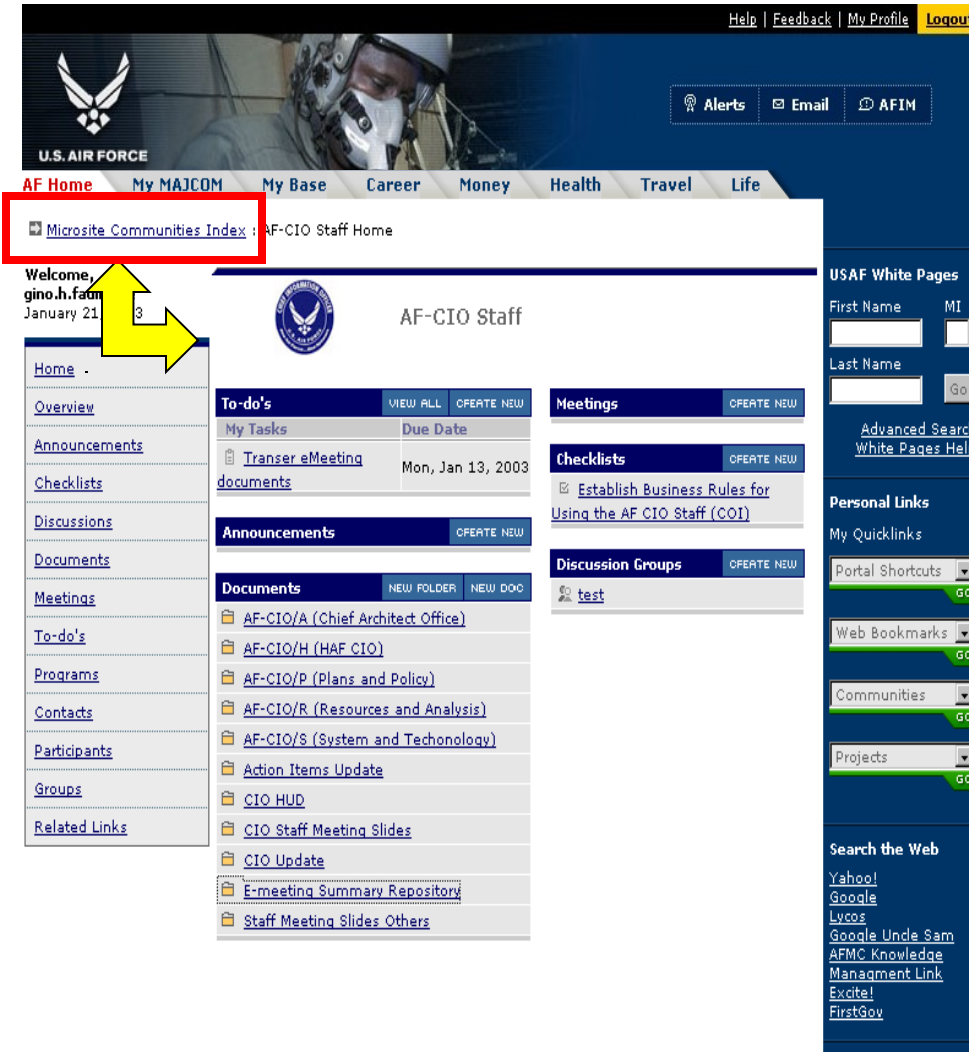
# ***FAQs: Starting a COI***

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- **How do I start my own Community of Interest?**  
Submit a request to your organization's AF Portal Content Manager (CM). The CM contact list is in the Library Tab at AF Portal Reference.
- **How do I learn more about my role as an Owner?**  
Read the Communities of Interest Management Guide. It is located in the Content Manager's COI. Ask your CM for a copy if you don't have access.
- **What should I include in my application?** List the following information:
  - Name of Community: a distinctive name that will appear in the pull down menu to identify your group
  - Purpose/Goal: a brief description of the goal and audience
  - Owner/Administrator: provide AF Portal user ID (can be multiple people)
  - Participants: provide initial list of AF Portal user IDs



# Participant Levels



The screenshot shows the AF-CIO Staff Home page. At the top, there is a navigation bar with links: [Help](#), [Feedback](#), [My Profile](#), and [Logout](#). Below this is a header section with the U.S. Air Force logo and a photo of a pilot. A secondary navigation bar includes links: [AF Home](#), [My MAJCOM](#), [My Base](#), [Career](#), [Money](#), [Health](#), [Travel](#), and [Life](#). A red box highlights the [Microsite Communities Index](#) link in the left sidebar. A yellow arrow points from this link to the left sidebar. The main content area is titled 'AF-CIO Staff Home' and includes sections for 'To-do's', 'Meetings', 'Checklists', 'Announcements', and 'Documents'. The right sidebar contains 'USAF White Pages', 'Personal Links', 'My Quicklinks', and 'Search the Web'.

- Breadcrumbs show you where you are.
- Community owners control your permission level: either *publish and read* or *read only*.
- Once you gain access to a community and get publishing rights, you may publish documents.





# ***Tour the Primary Features***

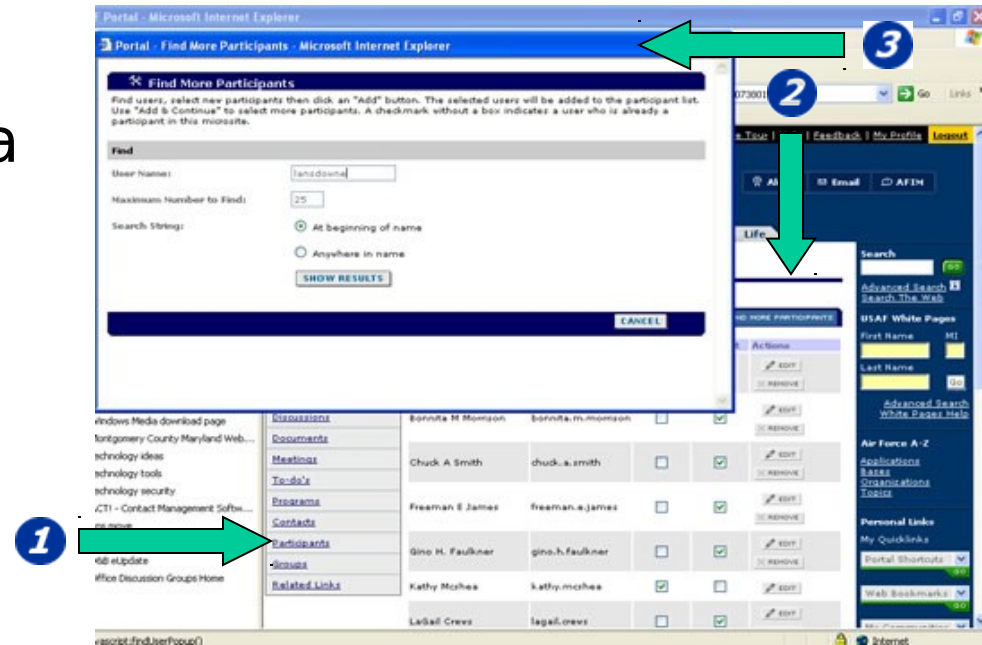
- Participants
  - Overview
  - Announcements
  - Checklists
  - Discussions
  - Documents
  - Meetings
  - To-dos
- Detailed instructions on the COI features are available in the HELP area of the site.
  - Click on HELP in the upper right hand side of the AF Portal
  - This tutorial is a high level overview of the same information, but includes screenshots to aid visual learners



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# Find and Add Participants

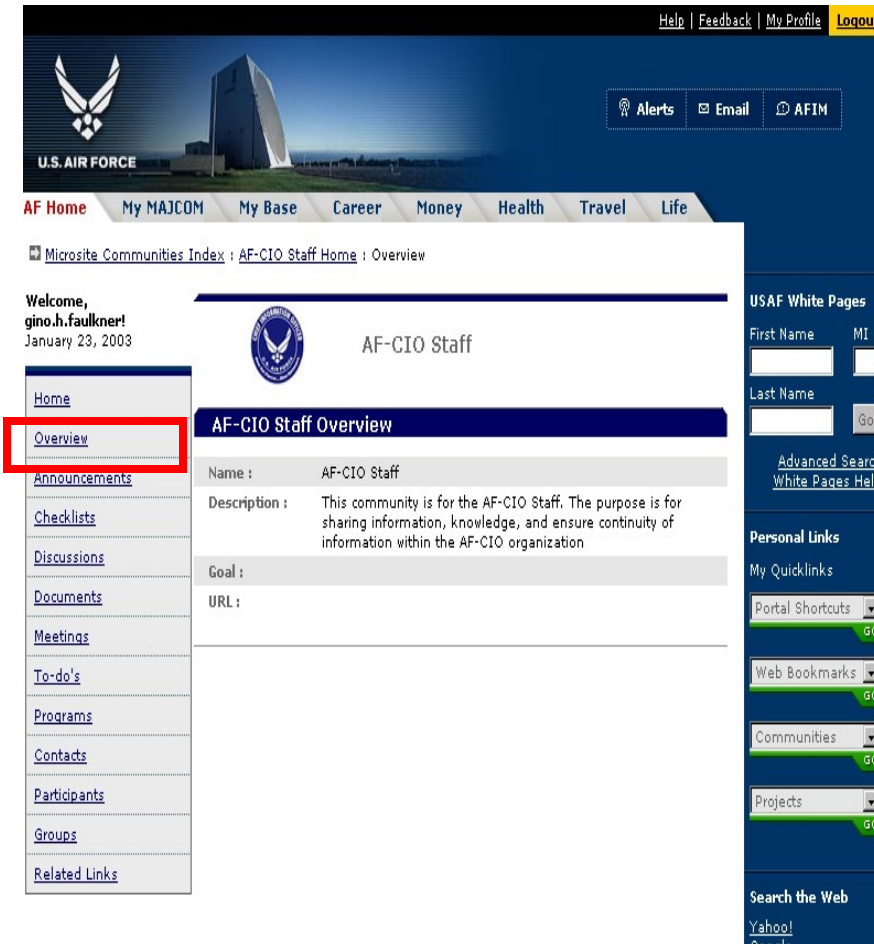
1. Click “participants” button on left hand navigation. This opens a window of all participants in the COI
2. Click on “find more participants” (button on upper right)
3. A new window opens so you can search and add people with AF Portal accounts to your COI



**TIP:** Expand your search by adjusting the number of results above the default of 25, looking for pieces of names, i.e. “Mc” or just even just first names, i.e. look for anyone with the name “John”



# The Overview Page



The screenshot shows the AF-CIO Staff Overview page. The top navigation bar includes links for Home, My MAJCOM, My Base, Career, Money, Health, Travel, and Life. The main content area displays the AF-CIO Staff Overview, including a description of the community's purpose for sharing information and ensuring continuity. A sidebar on the left contains a list of links, with 'Overview' highlighted by a red box. The right sidebar contains sections for USAF White Pages, Personal Links, and Search the Web.

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AF Home My MAJCOM My Base Career Money Health Travel Life

Microsite Communities Index : AF-CIO Staff Home : Overview

Welcome,  
gino.h.faulkner!  
January 23, 2003

Home  
**Overview**  
Announcements  
Checklists  
Discussions  
Documents  
Meetings  
To-do's  
Programs  
Contacts  
Participants  
Groups  
Related Links

AF-CIO Staff

AF-CIO Staff Overview

Name : AF-CIO Staff

Description : This community is for the AF-CIO Staff. The purpose is for sharing information, knowledge, and ensure continuity of information within the AF-CIO organization

Goal :

URL :

USAF White Pages

First Name MI  
Last Name Go

Advanced Search  
White Pages Help

Personal Links

My Quicklinks

Portal Shortcuts  
Web Bookmarks  
Communities  
Projects

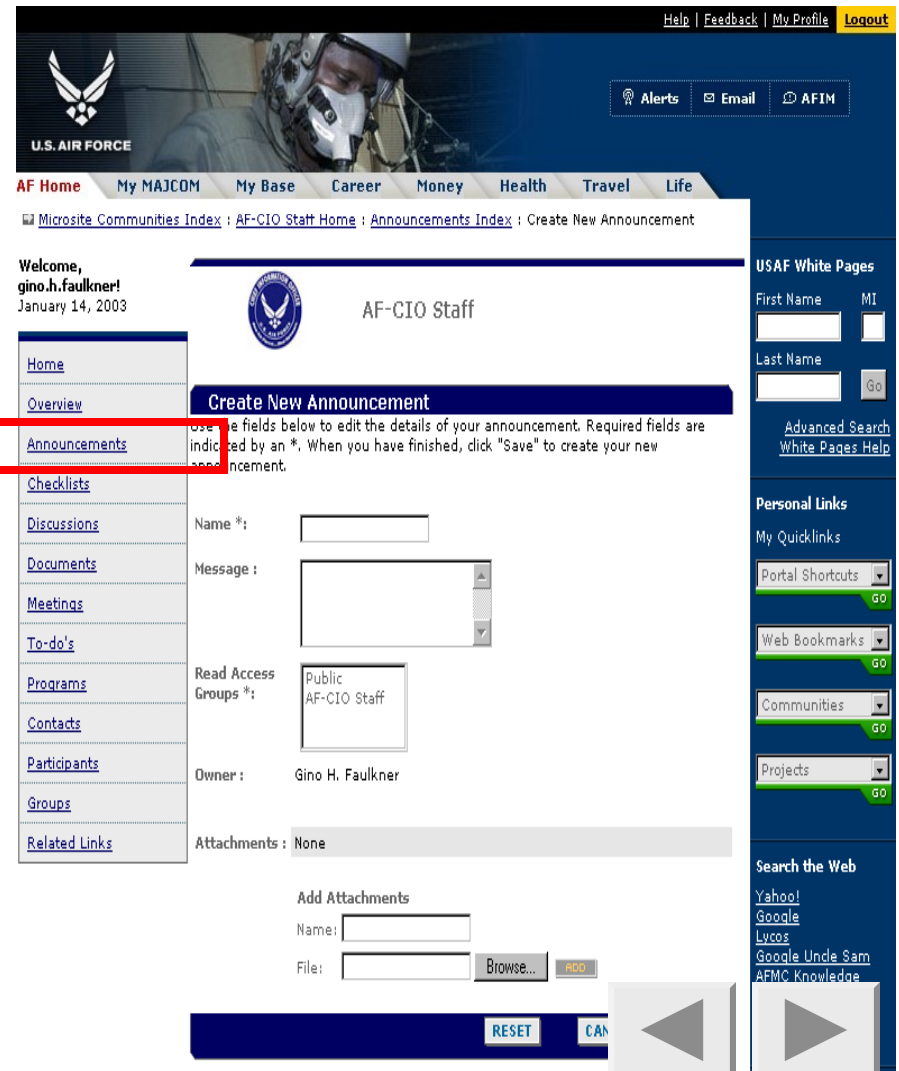
Search the Web  
Yahoo!  
Google

- Contains a description summarizing the purpose of the COI
  - Name:
  - Description:
  - Goal:
  - Icon: (if available)
- Participants cannot change this page



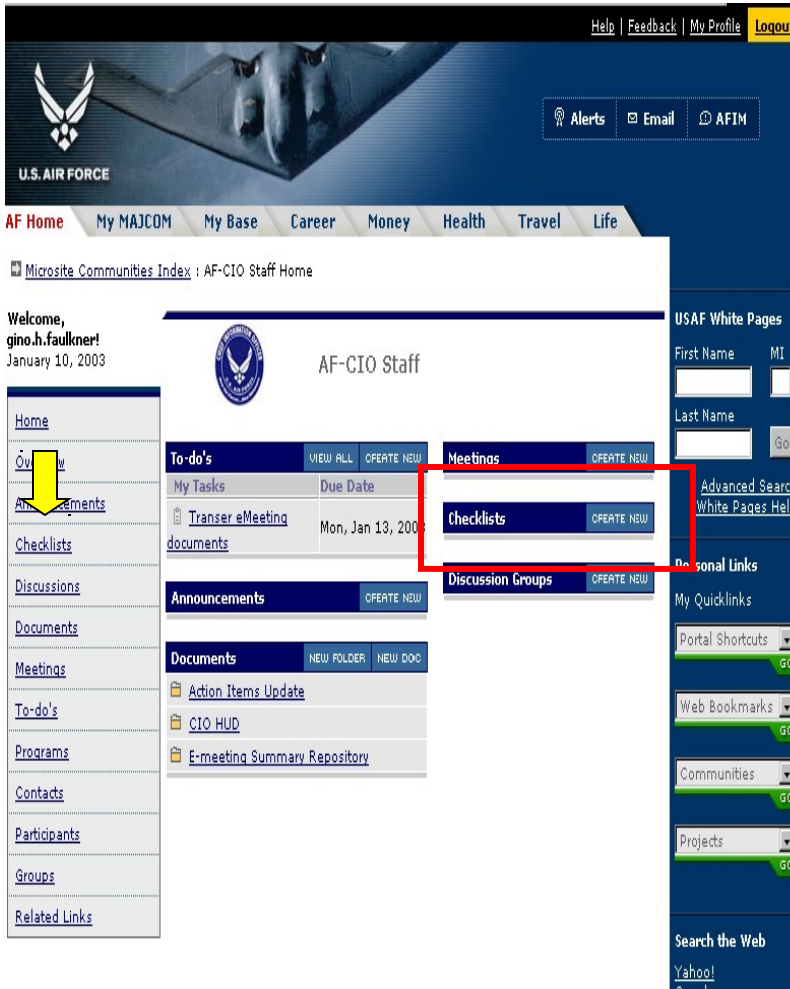
# Create Announcements

- Any participant can make an announcement
- Let other participants know about events, services, or new information
- Click “create new” on the announcement index page and fill in the required fields
- Attachments are supported on this page
- Announcements appear with the most recent listed first



The screenshot displays the AF-CIO Staff website interface. At the top, there is a navigation bar with links for Help, Feedback, My Profile, and Logout. Below this is a header section with the U.S. Air Force logo and a navigation menu including AF Home, My MAJCOM, My Base, Career, Money, Health, Travel, and Life. A sub-navigation bar shows links for Microsite, Communities Index, AF-CIO Staff Home, Announcements Index, and Create New Announcement. The main content area is titled 'Welcome, gino.h.faulkner! January 14, 2003' and 'AF-CIO Staff'. A sidebar on the left contains a list of links: Home, Overview, Announcements (highlighted with a red box), Checklists, Discussions, Documents, Meetings, To-do's, Programs, Contacts, Participants, Groups, and Related Links. The main content area features a 'Create New Announcement' form with fields for Name, Message, Read Access Groups (set to Public AF-CIO Staff), Owner (Gino H. Faulkner), and Attachments (None). At the bottom of the form are buttons for Add Attachments, Name, File, Browse, and a red button. The footer includes a RESET button, a CAN button, and navigation arrows.

# Checklist Block



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AF Home My MAJCOM My Base Career Money Health Travel Life

Microsite Communities Index : AF-CIO Staff Home

Welcome,  
gino.h.faulkner!  
January 10, 2003

AF-CIO Staff

To-do's	VIEW ALL	CREATE NEW
My Tasks	Due Date	
Transfer eMeeting documents	Mon, Jan 13, 2003	

Meetings CREATE NEW

Checklists CREATE NEW

Discussion Groups CREATE NEW

Announcements CREATE NEW

Documents NEW FOLDER NEW DOC

- Action Items Update
- CIO HUD
- E-meeting Summary Repository

USAF White Pages

First Name MI

Last Name Go

Advanced Search White Pages Help

Personal Links

My Quicklinks

Portal Shortcuts GO

Web Bookmarks GO

Communities GO

Projects GO

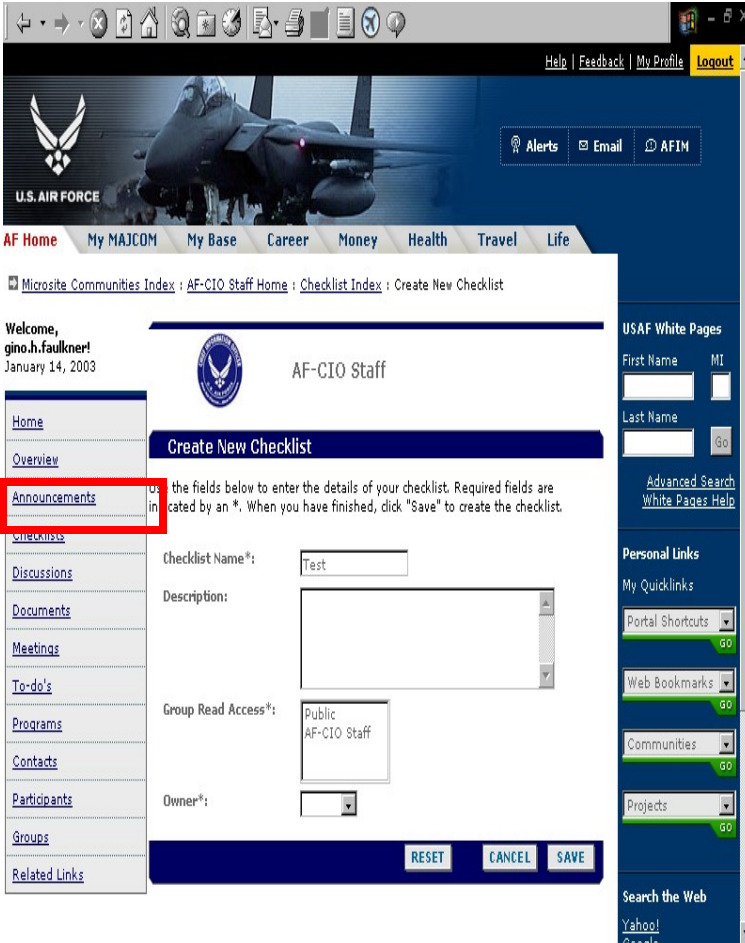
Search the Web

Yahoo! Google

- Checklists contain a list of related, ordered tasks.
- Individual tasks within a checklist can be assigned to different owners.
- Each task has its own status, and the checklist will provide an overall roll-up of those statuses.
- Checklist tasks support attachments.



# View Checklist Folder



The screenshot shows the AF-CIO Staff Home page. The left sidebar contains a list of links: Home, Overview, **Announcements** (highlighted with a red box), Checklists, Discussions, Documents, Meetings, To-do's, Programs, Contacts, Participants, Groups, and Related Links. The main content area is titled 'Create New Checklist' and contains the following fields: Checklist Name\* (with the value 'Test'), Description\* (a text area), Group Read Access\* (a dropdown menu with 'Public' and 'AF-CIO Staff' options), and Owner\* (a dropdown menu). At the bottom of the form are buttons for RESET, CANCEL, and SAVE. The right sidebar contains sections for USAF White Pages, Personal Links, My Quicklinks, and Search the Web.

1. You can view checklist tasks if you are a member of the designated group. Click create new checklist tab.
2. You must be the task owner, checklist owner, or a member of the designated group to view this page.
3. Click the Checklist name to view the tasks in that particular checklist.
4. Click the Task Name link on the Checklist Index page to go to the View Task name.





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# Begin a Checklist

The screenshot shows the 'Create New Checklist' form. The breadcrumb trail is: Home > My Org > My Base > My Workspace > Library > Career > Life > Microsite Communities Index > AF Portal Outreach Home > Checklist Index > Create New Checklist. The user is logged in as 'Welcome, Kathy McShea! December 23, 2003'. The left navigation pane includes links for Home, Overview, Announcements, Discussions, Documents, Meetings, What's New, Programs, Contacts, Participants, Groups, and Related Links. The main content area has a 'Create New Checklist' header and instructions: 'Use the fields below to enter the details of your checklist. Required fields are indicated by an \*. When you have finished, click "Save" to create the checklist.' The form fields are: Checklist Name\* (text input with 'test two'), Description (text area with 'another test'), Group Read Access\* (dropdown menu with 'Public' and 'Leader' options), and Owner\* (dropdown menu with 'Kathy McShea' selected). At the bottom are 'RESET', 'CANCEL', and 'SAVE' buttons.

The screenshot shows the 'test two Checklist' page. The breadcrumb trail is: Home > My Org > My Base > My Workspace > Library > Career > Life > Microsite Communities Index > AF Portal Outreach Home > Checklist Index > test two Checklist. The user is logged in as 'Welcome, Kathy McShea! December 23, 2003'. The left navigation pane is the same as the previous screenshot. The main content area has a 'test two Checklist' header with a 'CREATE NEW' button. Below the header is a message: 'To change the order of tasks, click on up and down arrows. Click on Save New Order to save your changes.' Below this is a table with columns: Task, Owner, Due Date, Status, Reorder Tasks, and Action. At the bottom of the table are 'RESET', 'CANCEL', and 'SAVE NEW ORDER' buttons.

- Click on checklist at left hand navigation to go to the checklist index page
- Here, click “create new” at upper right to bring you to a form that helps you create the top-level page. (see illustration on left). Fill in all boxes and click “save”.
- Back at the index page, (see illustration on right), click on the checklist name you just created (the top-level page) to begin adding or editing details to your checklist







# Add or Edit Checklist Tasks

1. To add or edit tasks:
  - Click "Create New" in the Checklist Task Lister header bar to add a new task to the checklist. (That opens up the screen you see on this slide)
  - Click the Edit button for a specific task in the task list.
2. Change or add the Task Name and Description.
3. Use the selection box to select groups associated with the Task.
4. Change or determine the status for the task.
5. Change or add attachments.
6. Click Save.

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AF Home My MAJCOM My Base Career Money Health Travel Life

Microsite Communities Index : AF-CIO Staff Home : Checklist Index : Establish Business Rules for Using the AF CIO (COI) Checklist :

Welcome, gino.h.faulkner! January 15, 2003

Home Overview Announcements **Checklists** Discussions Documents Meetings To-do's Programs Contacts Participants Groups Related Links

USAF White Pages First Name MI Last Name Go Advanced Search White Pages Help

Personal Links My Quicklinks Portal Shortcuts go Web Bookmarks go Communities go Projects go Search the Web Yahoo! Google Lycos Google Uncle Sam AFMC Knowledge Management Link Excite! FirstGov

AF-CIO Staff

Use the fields below to edit the details. Required fields are indicated by an \*. When you have finished, click "Save" to update the record.

Name \*: COI Business Rules

Description : Form IPT

Read Access Groups \*: AF-CIO Staff

Owner \*: Gino H. Faulkner

Priority \*: High

Start Date : January 23 2003 8 :00 AM

Due Date : January 27 2003 8 :00 AM

Completion Date :

Status \*: Active



Attachments :




Add Attachments

Name: File: Browse... eco

RESET CANCEL SAVE

[Help](#) | [Feedback](#) | [My Profile](#) | [Logout](#)




 Alerts |  Email |  AFIM

[AF Home](#) | [My MAJCOM](#) | [My Base](#) | [Career](#) | [Money](#) | [Health](#) | [Travel](#) | [Life](#)

[Microsite Communities Index](#) : [AF-CIO Staff Home](#) : [Checklist Index](#) : [Establish Business Rules for Using the AF CIO \(COI\) Checklist](#) : [View COI Business Rules IPT](#)




Welcome,  
**gino.h.faulkner!**  
January 15, 2003

[Home](#)  
[Overview](#)  
[Announcements](#)  
[Checklists](#)  
[Discussions](#)  
[Documents](#)  
[Meetings](#)  
[To-do's](#)  
[Programs](#)  
[Contacts](#)  
[Participants](#)  
[Groups](#)  
[Related Links](#)



## AF-CIO Staff

### View COI Business Rules IPT

 MARK AS COMPLETE |  EDIT |  DELETE

Description :	Form IPT
Owner :	Gino H. Faulkner
Priority :	High
Start Date :	Thursday, January 23, 2003 8:00am
Due Date :	Monday, January 27, 2003 8:00am
Completion Date :	
Status :	Pending
Attachments :	None

### USAF White Pages

First Name

MI

Last Name

[Advanced Search](#)  
[White Pages Help](#)

### Personal Links

Links

Shortcuts



Bookmarks

Communities

Search

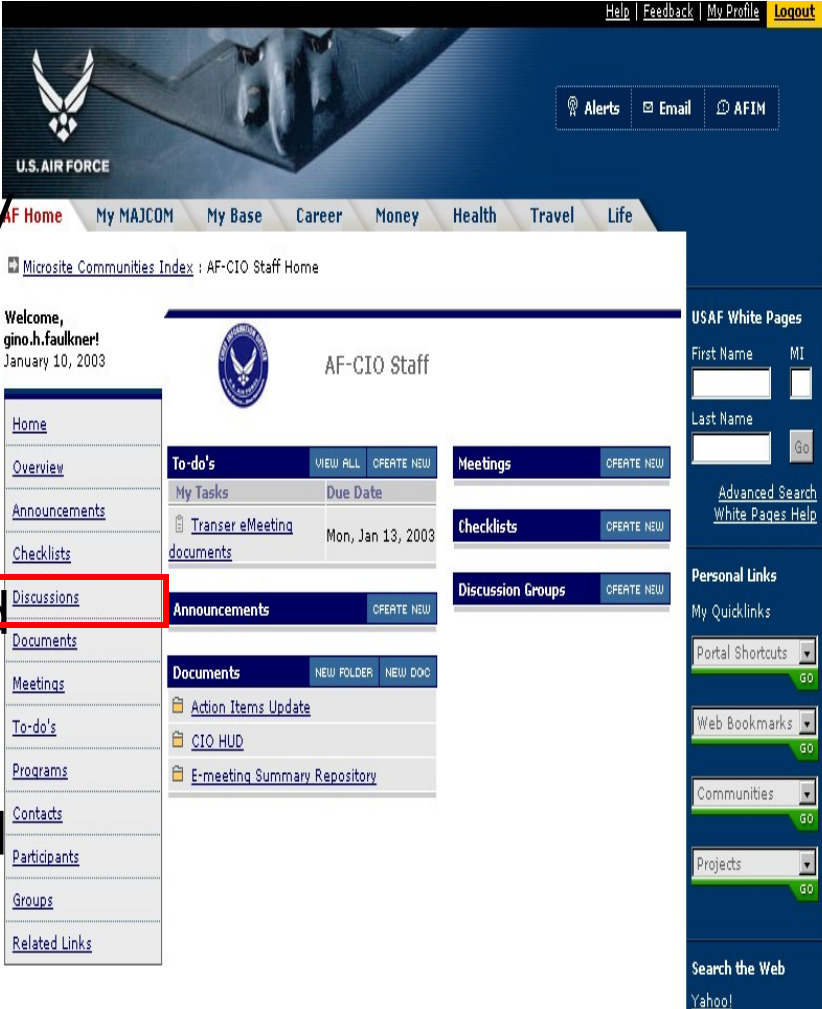
the Web

# Example : Task Pending Within a Checklis t



# Threaded Discussions

- Discussions are series of online dialogues about specific topics conducted by a select participant group.
- As the discussion progresses, messages and corresponding replies are posted. Each reply is posted as a new message.
- Discussions are created and edited from the Discussion Index page.

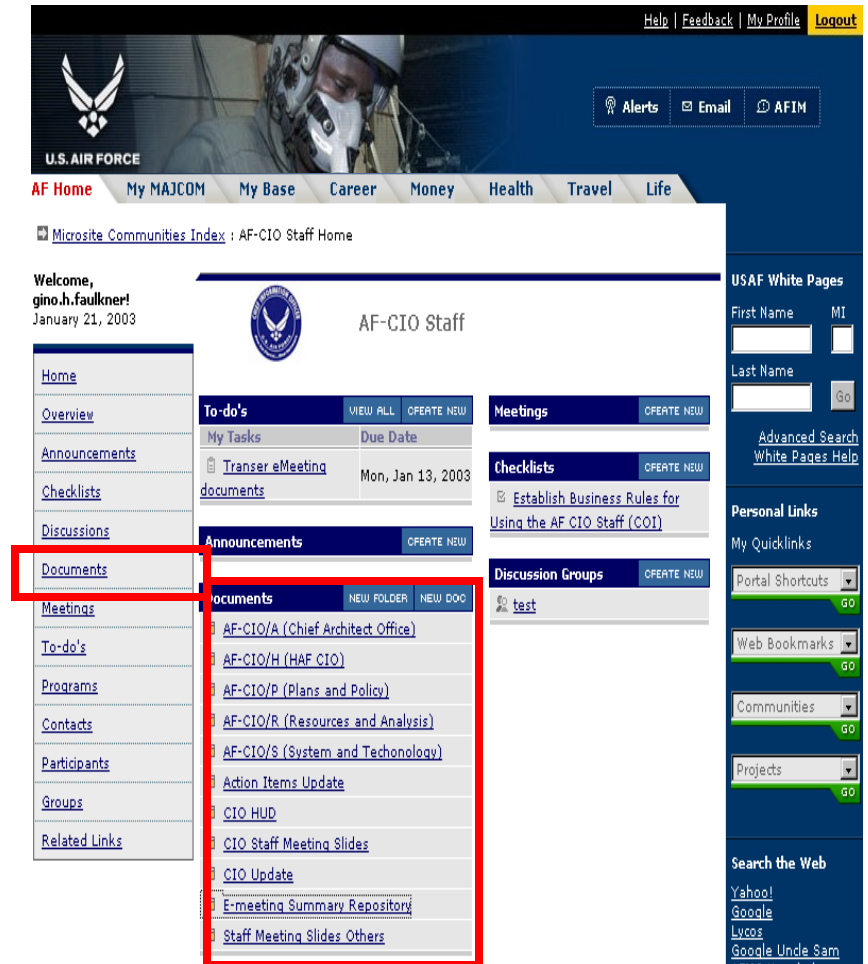


The screenshot shows the AF-CIO Staff Home page. At the top, there is a U.S. Air Force logo and a navigation bar with links: AF Home, My MAJCOM, My Base, Career, Money, Health, Travel, Life. Below this, a welcome message reads: "Welcome, gino.h.faulkner! January 10, 2003". The main content area is titled "AF-CIO Staff" and features several sections: "To-do's" with a table showing "My Tasks" and "Due Date" (e.g., "Transer eMeeting documents" due "Mon, Jan 13, 2003"); "Announcements" with a "CREATE NEW" button; "Documents" with a "NEW FOLDER" and "NEW DOC" button, listing "Action Items Update", "CIO HUD", and "E-meeting Summary Repository"; "Meetings" with a "CREATE NEW" button; "Checklists" with a "CREATE NEW" button; and "Discussion Groups" with a "CREATE NEW" button. On the right side, there are sections for "USAF White Pages" (First Name, Last Name, Go), "Advanced Search", "White Pages Help", "Personal Links", "My Quicklinks" (Portal Shortcuts, Web Bookmarks, Communities, Projects, each with a "GO" button), and "Search the Web" (Yahoo!). A red box highlights the "Discussions" link in the left sidebar menu.



# Documents Block

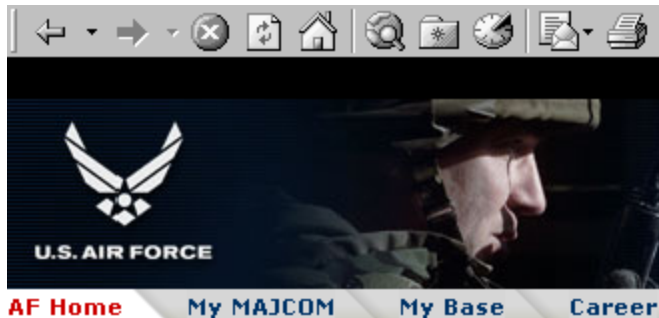
- With publishing rights, you can add external documents from your desktop to the AF Portal by using the documents feature.
- Documents appear in a block on the COI home page.
- Docs are organized alphabetically, first by folder name, then by document name.
- The folder owner name is automatically filled in.
- Folders are single, not nested.



The screenshot displays the AF-CIO Staff Home page. The top navigation bar includes links for Help, Feedback, My Profile, and Logout. Below this is a header with the U.S. Air Force logo and a navigation menu with links like AF Home, My MAJCOM, My Base, Career, Money, Health, Travel, and Life. The main content area is titled "AF-CIO Staff" and features a "Documents" block highlighted with a red box. This block lists various folders and documents, including "AF-CIO/A (Chief Architect Office)", "AF-CIO/H (HAF CIO)", "AF-CIO/P (Plans and Policy)", "AF-CIO/R (Resources and Analysis)", "AF-CIO/S (System and Technology)", "Action Items Update", "CIO HUD", "CIO Staff Meeting Slides", "CIO Update", "E-meeting Summary Repository", and "Staff Meeting Slides Others". The left sidebar contains a "Documents" link, and the right sidebar includes sections for "USAF White Pages", "Personal Links", and "Search the Web".



**Published content will display in a folder, like you see on this page. The edit and remove commands appear only to the publisher**



Welcome,  
gino.h.faulkner!  
January 15, 2003



## AF-CIO Staff

### CIO Update Folder

[NEW DOCUMENT](#)

Name	Owner	Last Modified Date	Actions
<b>Nov 02</b> Inside This Issue: (1) CIO Message (2) JSR 168 - Open Standard for Portlets Coming Soon! (3) The New Air Force Portal in Review (4) MAJCOM Spotlight: Air Force Materiel Command (5) IT Related Articles	Gino H. Faulkner	Wed, Jan 15, 2003 9:33am	<a href="#">EDIT</a> <a href="#">REMOVE</a>
<b>Oct 02</b> Inside This Issue: (1) CIO Message & Calendar of Events (2) Add Cybersecurity to your vocabulary (3) "Cursor over the target" vision becoming reality (4) New IO Community Members (5) MAJCOM Spotlight: Air Force	Gino H. Faulkner	Wed, Jan 15, 2003 9:35am	<a href="#">EDIT</a> <a href="#">REMOVE</a>

### USAF White Pages

First Name  MI   
Last Name  [Go](#)

[Advanced Search](#)  
[White Pages Help](#)

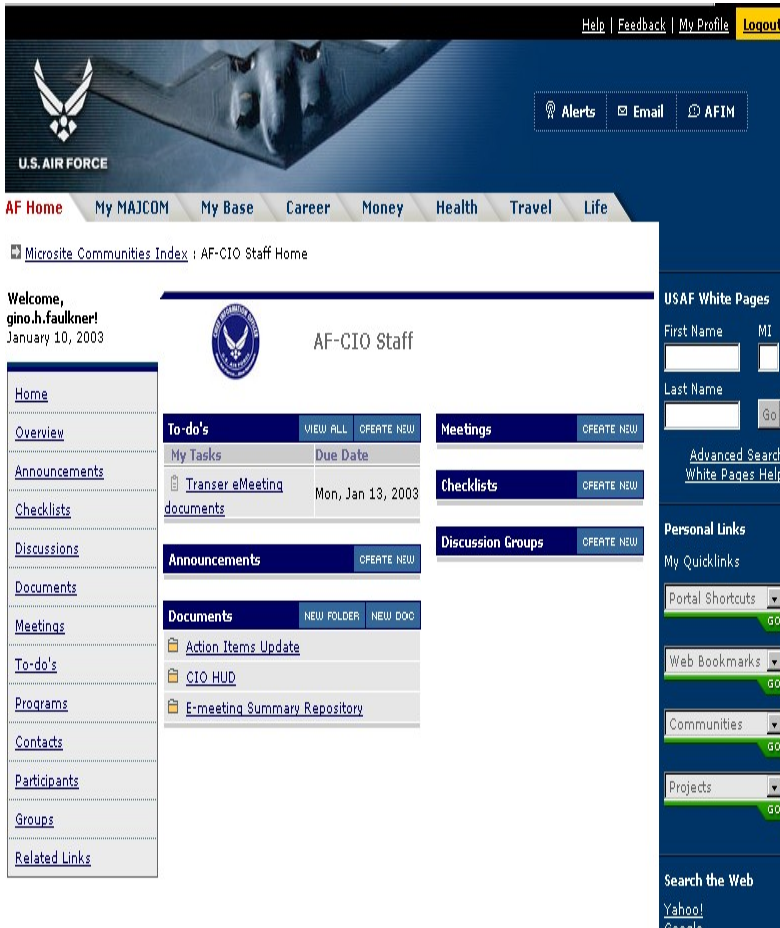
### Personal Links

#### My Quicklinks

[Portal Shortcuts](#) [GO](#)  
[Web Bookmarks](#) [GO](#)  
[Communities](#) [GO](#)  
[Projects](#) [GO](#)

Search  
Yahoo!  
Google

# Meetings Block



The screenshot shows the AF-CIO Staff Home page. At the top, there is a navigation bar with links: [Help](#), [Feedback](#), [My Profile](#), and [Logout](#). Below this is a header section with the U.S. Air Force logo and a search bar. The main content area is divided into several sections:   
 - **AF Home**: A horizontal menu with links: [My MAJCOM](#), [My Base](#), [Career](#), [Money](#), [Health](#), [Travel](#), and [Life](#).   
 - **Microsite Communities Index**: A link to [AF-CIO Staff Home](#).   
 - **Welcome, gino.h.faulkner!**: A personalized greeting with the date [January 10, 2003](#).   
 - **AF-CIO Staff**: The main title of the page.   
 - **To-do's**: A section with a [VIEW ALL](#) link and a [CREATE NEW](#) button. It lists [My Tasks](#) and [Due Date](#).   
 - **Meetings**: A section with a [CREATE NEW](#) button. It lists [Transer eMeeting documents](#) and [Mon, Jan 13, 2003](#).   
 - **Checklists**: A section with a [CREATE NEW](#) button.   
 - **Announcements**: A section with a [CREATE NEW](#) button.   
 - **Documents**: A section with [NEW FOLDER](#) and [NEW DOC](#) buttons. It lists [Action Items Update](#), [CIO HUD](#), and [E-meeting Summary Repository](#).   
 - **USAF White Pages**: A section with a search form for [First Name](#) and [Last Name](#), and a [Go](#) button.   
 - **Advanced Search**: A link to [White Pages Help](#).   
 - **Personal Links**: A section with [My Quicklinks](#) and [Portal Shortcuts](#).   
 - **Web Bookmarks**: A section with [Communities](#) and [Projects](#).   
 - **Search the Web**: A section with [Yahoo!](#) and [Google](#) links.   
 - **Related Links**: A vertical list of links: [Home](#), [Overview](#), [Announcements](#), [Checklists](#), [Discussions](#), [Documents](#), [Meetings](#), [To-do's](#), [Programs](#), [Contacts](#), [Participants](#), [Groups](#), and [Related Links](#).

- Publish meeting schedules, times, locations.
- Post meeting agendas and minutes directly to the Meeting content items.
- Target meeting information by designating them for one or more groups.
- Send an alert to remind select participants about the meeting (Meeting owner only).
- Include attachments.





# Overview of Meeting



Help | Feedback | My Profile | Logout

Alerts | Email | AFIM

AF Home | My MAJCOM | My Base | Career | Money | Health | Travel | Life

Microsite Communities Index | AF-CIO Staff Home | Meetings Index | View COI Briefing

Welcome, gino.h.faulkner!  
January 23, 2003

AF-CIO Staff

**View COI Briefing** [NOTIFY] [EDIT] [DELETE]

Description : Purpose is to introduce and train the Directorate Community Managers on the COI Capabilities

Date : Friday, January 24, 2003

Time : 10:00am - 11:00am

Location : CG3, GO Conf Rm. 1400

Agenda : - AF-CIO Staff COI Goals - Highlight AF Portal Features - What is a Community of Interest (COI) - COI Roles - Highlight COI Capabilities/Features - Way Ahead - Develop COI Business Rules

Minutes :

Owner : Gino H. Faulkner

Attachments : None

USAF White Pages

First Name MI

Last Name Go

Advanced Search White Pages Help

Personal Links

My Quicklinks

Portal Shortcuts go

Web Bookmarks go

Communities go

Projects go

Search the Web

Yahoo! Google

Home

Overview

Announcements

Checklists

Discussions

Documents

Meetings

To-do's

Programs

Contacts

Participants

Groups

Related Links

- Current meetings appear on the Meetings Index page.
- The newest meeting appears at the top, with the date, month, year and time listed.
- The View Meeting page, which contains a meeting description, including attachments.
  - To open, click the meeting name link on the Meetings Index page, or from the Meetings block header
- At this page, you can:
  - Click Notify to alert meeting attendees.
  - Click Edit if you want to make changes.
  - Click Delete to remove the meeting.







U.S. AIR FORCE

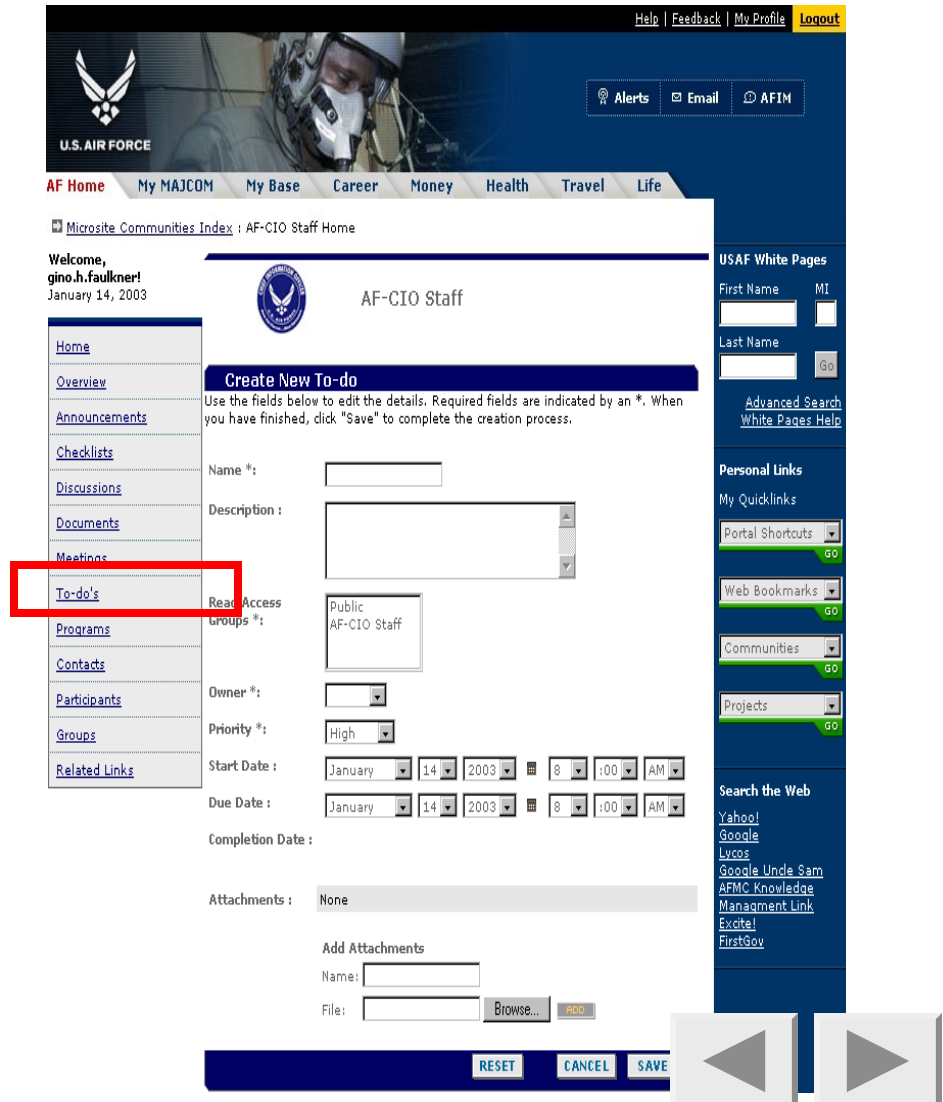
# To-do's Block

- A To-do is an independently managed task. You can post an individual task in the To-do area.
- A To-do is different from a task in a Checklist, which contains a collection of ordered tasks.
- When a To-do is due, you receive a Task Alert in your Task Alerts Inbox.

The screenshot displays the AF-CIO Staff Home page. The top navigation bar includes links for Help, Feedback, My Profile, and Logout. Below this is a header with the U.S. Air Force logo and a navigation menu with links for Home, My MAJCOM, My Base, Career, Money, Health, Travel, and Life. The main content area is titled "AF-CIO Staff" and includes a welcome message for gino.h.faulkner! dated January 10, 2003. A left sidebar contains a list of links: Home, Overview, Announcements, Checklists, Discussions, Documents, Meetings, To-do's (highlighted with a red box), Programs, Contacts, Participants, Groups, and Related Links. The main content area features several sections: To-do's (with View All and Create New buttons), My Tasks (with Due Date and a list of tasks including Transer eMeeting documents), Announcements (with Create New button), Documents (with New Folder and New Doc buttons), Action Items Update, CIO HUD, and E-meeting Summary Repository. On the right side, there are sections for USAF White Pages (First Name, Last Name, Go), Advanced Search, White Pages Help, Personal Links, My Quicklinks, Portal Shortcuts, Web Bookmarks, Communities, Projects, and Search the Web. At the bottom, there are navigation arrows.

# Add or Update a To-do

1. Do one of the following:
  - Click Create New in the To-Dos header.
  - Click Edit on the To-do detail page.
2. Type or enter the information for the To-do.
3. Click Save to save the task and add it to your list.
4. To mark the To-do as complete: Click Mark as Complete, then click Save.



Help | Feedback | My Profile | Logout

Alerts | Email | AFIM

U.S. AIR FORCE

AF Home | My MAJCOM | My Base | Career | Money | Health | Travel | Life

Microsite Communities Index : AF-CIO Staff Home

Welcome, gino.h.faulkner!  
January 14, 2003

AF-CIO Staff

**Create New To-do**  
Use the fields below to edit the details. Required fields are indicated by an \*. When you have finished, click "Save" to complete the creation process.

Name \*:

Description :

Read Access Groups \*:

Owner \*:

Priority \*:

Start Date :

Due Date :

Completion Date :

Attachments :

Add Attachments  
Name:   
File:  Browse...

RESET CANCEL SAVE

USAF White Pages  
First Name MI  
Last Name Go  
Advanced Search  
White Pages Help

Personal Links  
My Quicklinks  
Portal Shortcuts go  
Web Bookmarks go  
Communities go  
Projects go

Search the Web  
Yahoo!  
Google  
Lycos  
Google Under Sam  
AFMC Knowledge  
Management Link  
Excite!  
FirstGov

# Conclusion

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- Enjoy the power of Communities! They put you on the frontier of organizational change.
- If you have feedback on this training material, please send your comments to [AF.Portal@pentagon.af.mil](mailto:AF.Portal@pentagon.af.mil)
- Additional help and easy reference is available from the HELP button on the top right side of any AF Portal page.